BANGALORE, 13TH APRIL 1929.

To

R. JAGANNATHA RAO, ESQ., B.A., L.T.,

Secretary, Mysore Local Examinations Boards,

Bangalore.

SIR,

COMMERCIAL EXAMINATIONS.

We, the Chairman and the members of the Committee appointed by Resolutions IX and X of the Board for Commercial Education and Examinations, dated 14th November 1928, have the honour to submit the following report in respect of the matters referred to us.

2. *Syllabuses adapted to requirements of offices.*—We have carefully gone through the syllabuses and endeavoured to adapt them to the requirements of the offices where the successful candidates are likely to get employed. We have visualized the kind of work that a Junior Clerk will be called upon to handle in a mercantile office and recast the syllabuses for the Junior Grade Examinations so as to enable him to discharge satisfactorily the duties that will be entrusted to him. We have similarly recast the syllabuses for the Senior Grade Examinations so as to fit him for a Senior Clerk's duties. We have deleted separate question papers on the Theory, stressed the application of the principles, made the Examination more practical and minimized the chances of success of candidates who rely on mere memorizing for a pass.

3. *Higher problems and Diploma Courses.*—The revised syllabuses do not include questions relating to Finance, Managerial Policy, Auditing, Industrial Organization and similar problems, which successful candidates at these Examinations are not likely to be allowed to handle before acquiring sufficient practical experience in offices. Further, higher problems like these had better be dealt with in Diploma courses constituted in connection with Intermediate Colleges, as cultural subjects, Economics, Economic History, Industrial Organization, Statistics, Life Assurance, Auditing and the like are subjects more appropriate to such Diploma courses; one of such courses for which there is a demand in Mysore is the G. D. A. Course, qualifying local candidates for the Government of India Diploma in Accountancy. Schemes for these may be drafted when Government resolve to institute such Diplomas.

4. *Nomenclature of subjects slightly altered.*—We have slightly altered the nomenclature of the subjects so as to indicate more correctly the nature and scope of the syllabuses now recommended. We have named the first subject "Accountancy," instead of "Accountancy and Auditing." We have altered the title "Banking and Economics" into "Banking and Currency" as the syllabus deals only with currency problems connected with Banking. We have dropped the title "Methods and Machinery of Business" and renamed it "The Law and Practice of Commerce." We have omitted Commercial History, as it is a subject more suited for a Diploma Course and is not of practical utility to Clerks and have stressed the practical portions of Economic Geography. Appendix I (enclosed) gives the subjects of study and courses, with the altered nomenclature for the different subjects. Appendix II (enclosed) gives details of the group certificates to be granted to candidates passing in groups of allied subjects.

5. *Syllabuses and Text Books.*—Appendix III (enclosed) gives the new detailed syllabuses for the different subjects. We have carefully revised the lists of Text Books recommended for class use and of reference books for each grade of the examination in each subject. A note at the top of Appendix III says that the scope of the examination in each subject is indicated by the syllabus prescribed for that subject and not by the Text Books recommended. The Text Books recommended are not obligatory and candidates will not be examined on those portions of the Text Books which deal with matters not included in the syllabus. The class teacher will have to omit certain portions of the Text Books recommended and to supplement the Text Book in certain cases from the reference books, recommended for the Teacher. The alterations in the Typewriting syllabuses notified in D. No. 5 of 11th July 1928 have been incorporated in the new syllabuses now submitted.

6. *Standards for passing.*—Except in the case of Shorthand and Typewriting, we consider it unnecessary to require a candidate to secure a minimum of 45 per cent in each paper, as there will be no separate paper on the Theory. We have so grouped different portions of every subject that there will be questions set on every material portion of every syllabus. We have retained the present minimum of 45 per cent for a pass but have recommended that to secure a pass in any subject other than Shorthand and

Typewriting, the candidate must secure 45 per cent of the total number of marks obtainable in that subject. In the case of Shorthand and Typewriting, we require the candidate to secure 45 per cent in the principal paper (*i.e.*,) the speed test, a lower minimum in the subsidiary papers and 45 per cent in all the papers taken together. As in Professional Examinations and the London Chamber of Commerce Examinations, the more usual practice is to issue a list of passes in alphabetical order and another list of passes with distinction in order of merit, we have recommended that such as secure 65 per cent of the total number of marks obtainable in a subject shall be declared to have passed with Distinction in that subject. We therefore submit herewith a new Draft of Rule No. VIII (i) relating to standards for passing.

7. *A Fresh Edition of the Rules and Syllabuses to be issued.*—We beg to recommend that the rules and syllabuses be printed afresh, incorporating the alterations made by Notifications D. No. 63 of 5th April 1928 and D. No. 5 of 11th July 1928 and the alterations that may be sanctioned on the basis of the present report. The addition notified in No. D. 63 of 5th April 1928, may be omitted, as we have incorporated the substance thereof in the appended new Draft Rule No. VIII (i), as this is to be one of the conditions on which a candidate is to be allowed to pass. We recommend the following more or less consequential alterations in the Rules:—

(*a*) The words "Inspector-General of Education" to be replaced on page 1 of the Rules by the words "The Director of Public Instruction".

(*b*) The last sentence in para VIII (i) on page 6 to be omitted. It seems needless to ask the candidates to return their Junior Grade Certificates when they pass the Senior, as neither University Authorities nor other Examining bodies ask for the return of the Intermediate or Junior Certificate when the candidates pass their Degree or Senior Examination.

8. *Half-yearly Examinations in Shorthand and Typewriting.*—We are of opinion that the Examinations in Shorthand and Typewriting should be held twice a year, as in Madras, in the months of April and November. Candidates that fail in the April Examination should not be made to wait for one full year, as in six months they can easily acquire the necessary additional speed and skill to enable them to pass the November Examination. We recognize that holding two Examinations a year in these two subjects may make the conduct of the Examination too expensive. We therefore recommend that every candidate for the November Examination be required to pay an Examination fee of Rs. 5, Rs. 8 and Rs. 12 per subject for the Junior, the Senior and the Proficiency Grade Examinations respectively. Candidates for the November Examinations will thus pay the same fee as Private Candidates pay for the April Examinations.

9. *Instructions to Examiners.*—We recommend that standardized instructions be issued to Examiners in Typewriting, both as regards the selection of passages and the mode of valuing the answers and that copies of such instructions be supplied to Heads of Commercial Schools.

10. *Meetings and discussions.*—Meetings of our Committee were held at the Government Commercial School, Bangalore, from 8 to 11 A.M. on each of the following days:—23rd, 24th and 25th February 1929, 11th, 12th, 13th and 14th March 1929, and 11th 12th and 13th April 1929. All three of us were present at every one of those meetings and we held prolonged and full discussions on the policy to be followed, the details of the syllabuses, the selection of text-books and carefully settled the wording of every section of every syllabus. Before reaching our final conclusions, we held informal consultations with the several teachers of the different subjects, ascertained their experience of the working of the present syllabuses and their views on the suitability of the text-books now in use.

11. We append the following enclosures:—

Enclosure	A.	List of alterations to be made in the Rules.	
„	B.	Appendix	I. Subjects of study and courses.
„	C.	„	II. Group Certificates.
„	D.	„	III. Detailed Syllabuses.

We have the honour to be,

Sir,

Your obedient servants,

(Sd.) K. SUBRAMANI AIYAR (*Chairman.*)

„ T. R. AIENGAR (*Member.*)

„ P. SUBBARAYA SASTRY (*Member.*)